



## IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION

Barb Kniff McCulla, CHAIR

Timothy L. Lapointe

Robert F. Holz

Steven Olson

Krista Wenzel

Matt Behrens, Interim State CIO  
(ex officio)

Rob Sand, State Auditor  
(ex officio)

Randy Goddard, Executive Director

Governor Kim Reynolds

Lt. Governor Adam Gregg

### **Iowa Telecommunications & Technology Commission Grimes State Office Building, 1<sup>st</sup> Floor 400 East 14<sup>th</sup> Street, Des Moines, IA 50319 Meeting Minutes May 19, 2022**

#### **FINAL**

To ensure the most efficient use of State resources, the May 19, 2022, ITTC meeting was held via video conference pursuant to Iowa Code section 21.8. A video conference ensured that more Commissioners, staff, and the public were able to participate in the meeting and reduced the risk of delays caused by the public health recommendation. The meeting was accessible to members of the public.

#### **Roll Call:**

##### **Commissioners Present**

Barb Kniff McCulla, Chair

Bob Holz, Member

Steve Olson, Member

Timothy Lapointe, Member (video)

Krista Wenzel, Member (video)

John McCormally, Representing the State of Iowa Auditor, Ex-Officio Member

##### **Commissioners Absent**

Matt Behrens, Representing the Office of the Chief Information Officer, Ex-Officio Member

##### **Iowa Communications Network Staff**

Randy Goddard, Executive Director

Deb Evans, Chief of Staff, Chief Financial Officer

Ryan Mulhall, Network Services Bureau Manager

Stephanie DeVault, Business Services Bureau Manager

Mike Cruise, Finance Bureau Manager

Patrick Kazeze, Facilities/ TAC Bureau Manager

Mark Dayton, ICN Sales Engineer

Brian Clayton, Purchasing Agent III

Lori Larsen, Executive Officer 2 (Recorder)

##### **Guest Attendees**

Ray Warner, Aureon

Rob Smith, FNS

Scott Golberg, FNS

Michelle Rabe, Attorney General's Office, Conflict Counsel for ITTC

Alan Nagel, Attorney General's Office, Counsel for ICN

Mark A. Schultheis on behalf of Inmate Calling Solutions

Patrick White, on behalf of Inmate Calling Solutions

Charlena Aumiller, on behalf of Inmate Calling Solutions

Mike Kennedy, on behalf of Inmate Calling Solutions

Ryan Koopmans, Counsel for Securus

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### Call to Order:

Chair Kniff McCulla called the meeting to order at 10:30 AM. It was noted that a quorum of members was present for the meeting.

### Approval of the April 21, 2022 Meeting Minutes:

Chair Kniff McCulla requested a motion to approve the April 21, 2022 meeting minutes. Commissioner Holz moved to approve the minutes. Commissioner Olson seconded the motion.

The motion passed unanimously.

### Old Business:

None

### New Business:

### Agency Updates

#### Contracting Update – Mike Cruise

- The Indianola Part II move has been put on hold indefinitely. The school needs to decide on their long-term plans which includes how to fund the potential costs.
- We've had a request from several healthcare sites to provide proof of immunization for COVID for those entering facilities. We've complied list when asked.
- Working on a couple lists of equipment for disposal including several generators and a MOD80 phone switch.

#### COMMENTS

None

#### Finance Update – Mike Cruise

##### Budget-to-Actual Report

##### Monthly Revenues and Expenses:

The month of April resulted in an operating margin of -\$63,367 or -2.5%. This is \$35,427 favorable to the budget which is -\$98,794. Revenues are unfavorable for the month by \$27,140. MVS and Outside Plant (OSP) are both down from last month. OSP we know can be widely variable from month-to-month and MVS benefitted from several installs in March which we did not have in April.

Direct expenses are favorable to budget by \$92,497. That helps offset the revenue giving us gross margin that is \$65,357 favorable to budget. Total allocated expenses are \$29,931 unfavorable to budget.

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### Year-to-Date (YTD) Revenues and Expenses:

Through April, ICN had an operating margin of -\$934,416 which is \$355,934 favorable to the budget of -\$1,290,350. Both direct and indirect expenses remain favorable to budget. Overall, we again made progress on the YTD operating margin and we are still favorable to budget for revenue by \$19,525.

### Comparison to April FY 2021:

The current year operating margin for the month of April is \$64,627 favorable to April FY2021. Revenue is down by \$42,945 compared to last April but direct expenses are favorable producing a gross margin that is \$21,752 favorable. Total allocated expenses are favorable by \$42,876.

### Year-to-Date Comparison to FY 2021:

Operating margin improved to a total of \$786,496 unfavorable to last FY. Revenue is down YTD by \$636,000 from last year, while direct expenses are now \$258,000 favorable, and allocated expense are unfavorable compared to last year by \$408,000.

### Workday Update:

All indications are that Go Live! for Workday FIN is sometime next spring.

### **COMMENTS**

None

## **ACTION: FY 2023 Budget Approval – Mike Cruise**

Mike Cruise provided general comments about the FY 2023 budget proposal.

- Final net cash is budgeted to be zero, so a good number to target for the year.
- Increase in revenue by \$1.3M from FY22 budget and increase of \$1.4M from projected FY22 revenues.
- Expect only a slight increase in direct expenses at less than 1% so we hope to be able to control those well.
- Indirect expenses are budgeted between 5-10% increases so those reflect some of the price increases we see everywhere.
- Personnel is down 5 FTE's from that budgeted in FY22.

Chair Kniff McCulla requested a motion to approve the FY 2023 Budget. Commissioner Lapointe moved to approve the FY 2023 Budget. Commissioner Wenzel seconded the motion.

The motion passed unanimously.

## **Business Services Update – Stephanie DeVault**

### **General Updates**

- We have no new customers and no new waivers.
- Webex Update - ICN has one customer left to migrate.

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### Healthcare

- Iowa Heart Marshalltown: 100Mb Ethernet connection.
- Lucas County Health Center: Internet upgrade.
- CHI-Alegent Health: Added three hospitals and five clinics.
- Greater Regional Center in Creston: ordered secondary connection.

### Government

- Secretary of State: Internet upgrade.
- City of Des Moines: Ethernet connection.

### Public Safety

- ICN is working with HSEMD for Interstate Playbook with Minnesota and Illinois. To backup call handling with both states.
- Iowa National Guard: SIP transport service.
- Judicial Warren County: 10Mb Ethernet connection.
- Department of Public Safety (DPS) 1GB Ethernet.
- DPS Humboldt County: 10Mb LMR connection.
- DPS ordered MVS phones.

### Education

- Continue to finalize Erate and moving forward.
- Saydel CSD: Internet and security order.
- Southeast Warren CSD: Internet renewal.
- Orient-Macksburg: Internet order.
- Iowa School for the Deaf: Internet Upgrade.
- Albert City had a renewal, along with West Harrison, SE Polk, and Twin Rivers all had renewals for this year.
- United CSD had an Internet upgrade.
- Bedford CSD had an Internet upgrade.
- Howard Winneshiek had an Internet upgrade.
- Charles City and CAL CSD renewal.
- Keystone AEA aggregate circuit increase.
- DPS Warren County: 10Mb Ethernet connection.

### Marketing and Communications

- Currently receiving SYBAC applications, which is ongoing until May 27.
- Attended the Iowa Hospital Association quarterly meeting.
- Service of the Month is Cloud Connect and Industry of the month is Government.
- The company that handles Reservationless-Plus, which is our conferencing application was sold from Intrado to PGi. Our customers use that service for Voice bridges.
- ICN is attending the 2022 IAICU Technology Conference on May 25-26. This is a conference for higher education.

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### COMMENTS

None

## Network Services Updates

### Network Operations & Security Update – Ryan Mulhall

- Core Upgrade: ICN officially completed the 100GB backbone across the State. All of the new equipment is installed. This was a massive multi-year project. The upgrade allows for plenty of capacity as our customers continue to ask for more bandwidth, and we could double it to 200GB, if needed.
- Firewall: We have officially shutdown all of the old Checkpoint infrastructure and pulled it out. There will be another phase of this project to further segment the State Firewall and give agencies their own instances.
- Council Bluffs Internet Regroom: We have installed the new equipment in Council Bluffs as we prepare to regroom our Denver Internet PoP (point-of-presence). We are awaiting a few things to be delivered by a vendor including an extra 10GB of bandwidth.
- Engineering Update: Aggregation replacement: One site is fully engineered in the lab. Albia and DMACC Ankeny sites are also being engineered. We started with an order of 15 aggregation boxes and will likely order the next round soon as we continue to hear of and experience long lead times from vendors.
- Outside Plant (OSP) Update: 32 new projects in April. There were 4 cable cut/damage events, 8 executive council claims, and some other relocation and maintenance projects. Only one of those cuts had significant impact on customers.

### COMMENTS

None

## Administration & Facilities Updates

### Facilities and TAC Update – Patrick Kazeze

#### Facilities

- Indianola High School: We are on hold. ICN has suspended efforts to migrate to the main school campus for now while the school assesses its next steps.
- Ames High School: As of May 18, the primary HVAC is operational. We had vendors meet to provide quotes for the secondary cooling unit. This puts us slightly ahead of schedule.
- In Spencer at Iowa Lakes Community College the HVAC unit failed and needs replaced. We are working closely with the school on getting a replacement unit on order to be installed.
- JFHQ: The HVAC study was completed. Camp Dodge opted to move forward. The design will be used to chill our data room.

#### TAC

The following cabling projects have been completed.

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- We completed another FirstNet install in Marion County, and they have one scheduled for this week in Warren County. There are 10 more scheduled for install over the course of the summer, but 50% of those are currently waiting for equipment. The hardware and equipment have seen a significant spike in cost recently.
- TAC picked up a short notice remodel project for the Department of Inspections and Appeals.
- The Iowa Lottery relocation project in Ankeny is ongoing and currently awaiting cabling requirements.
- We are working on a project for the Department of Public Safety.
- Outstate TAC has coordinated and completed multiple projects for the Iowa Mental Health Institute in Independence and in Cherokee: assessing network requirements, installing fiber, and testing.
- Completed phase 3 of a project at Woodward Hospital.
- Worked with the DHS project for the Iowa Bureau of Refugees.

### COMMENTS

None.

## Other Business:

### Legislative Update – Ryan Mulhall

We saw the first movement in about two weeks as the Senate Appropriations Committee took up about 10 budget and spending bills. Most were sent forward as is, but some with amendment. House File 2579 includes ICN's appropriation request for \$1,510,724 for our firewall phase 2 and DDoS expansion, which was amended and passed the Senate Appropriations Committee.

### COMMENTS

None

## ITTC Committee Updates – Staff/Commission

### Personnel Committee – Lori Larsen

Meeting Date: May 9, 2022.

Attendance: Commissioner Wenzel, Commissioner Holz, and Mark Johnson.

Topics Covered:

- The Committee was updated on current vacancies in the ICN and other personnel related issues.

### Finance Committee – Mike Cruise

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Meeting Date: May 16, 2022.

Attendance: Commissioner Holz, Brian Clayton, and Mike Cruise.

Topics Covered:

- Brian provided updates on several contracting issues.
- Reviewed April FY22 financials as presented today.
- Reviewed details and answered questions regarding the FY23 budget proposal.

### Customer and Services Committee – Stephanie DeVault

Meeting Date: May 11, 2022.

Attendance: Commissioner Olson, Commissioner Lapointe, Stephanie DeVault, Ryan Mulhall, Mark Dayton, and Lori Larsen.

Topics Covered:

- Discussed information presented today.
- Potential opportunities that are in progress.
- Upcoming 2023 orders.

### Operations Committee – Ryan Mulhall

The operations committee did not meet for the month of May.

### ACTION: Review of the Proposed Decision and ICS' Request for Oral Argument

Commissioner Holz indicated that he does not need a closed session to talk about the oral arguments.

Michelle Rabe said if you want legal advice on it, let's go into closed session, if not, go ahead.

Commissioner Holz said no I don't. From my point of view, I have reviewed all documents. I think council has done a good job in taking care of everything in great detail. I understand what the issues are. I don't think I would be assisted by oral arguments.

Chair Kniff McCulla – Do I hear you want to go into closed session?

Commissioner Holz said no.

Commissioner Wenzel asked if Commissioner Holz was making a motion to deny the proposed request for oral arguments?

**Motion:** Commissioner Holz made a motion that oral arguments be denied. Commissioner Wenzel seconded the motion.

Commissioner Lapointe added I have read the documents also. I agree with Commissioner Holz, I don't need any further legal advice, so I don't believe we need to go into closed session to say that the oral arguments should be denied.

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### *Roll Call Vote*

Commissioner Holz – Yes  
Commissioner Olson – Yes  
Commissioner Lapointe – Yes  
Commissioner Wenzel – Yes  
Chair Kniff McCulla – Yes

The motion passed unanimously.

### **Transition to Closed Session**

Commissioner Holz made a motion to move into closed session pursuant to Iowa Code section 21.5(1)(c) and (f), for the specific purpose of discussing strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation and/or to discuss the decision to be rendered in a contested case conducted according to the provisions of chapter 17A. Second by Commissioner Olson.

### *Roll Call Vote*

Commissioner Holz – Yes  
Commissioner Olson – Yes  
Commissioner Lapointe – Yes  
Commissioner Wenzel – Yes  
Chair Kniff McCulla – Yes

The motion passed unanimously.

*The public meeting recessed for the closed session. The Commission convened in closed session at 11:03 AM. Those remaining in the room and on the Zoom call included the Commission members and Michelle Rabe.*

### **Closed Session**

### **Return to Open Session**

*The Commission reconvened in open session at 11:31 AM.*

Chair Kniff McCulla asked if there was a motion regarding the action item for which the Commission went into closed session? Commissioner Holz moved to approve and adopt the proposed decision of the ALJ and direct Michelle Rabe to draft a decision of the Commission consistent with this motion. Commissioner Olson seconded the motion.

### *Roll Call Vote*

Commissioner Holz – Yes  
Commissioner Lapointe – Yes  
Commissioner Olson – Yes  
Commissioner Wenzel – Yes

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Chair Kniff McCulla – Yes

The motion passed unanimously.

### **Public Comment:**

None

### **Adjournment:**

The ITTC meeting adjourned at 11:32 AM.

### **ATTESTED TO:**

*Barb Kniff McCulla - Chair, Iowa Telecommunications and Technology Commission*